



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

VACANCY NOTICE

February 13, 2006

RHODE ISLAND DEPARTMENT OF EDUCATION

OFFICE OF SPECIAL POPULATIONS

EDUCATION SPECIALIST (SPECIAL NEEDS)

\$67,108 – \$83,108

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **March 5, 2006** or until position is filled.

DUTIES AND RESPONSIBILITIES:

See attached job description.

APPLICATIONS:

Send resume, all transcripts, and two current letters of reference to:

Paula A. Rossi, SPHR, Director
Office of Human Resource Development
255 Westminister St.
Providence, RI 02903

Cover letter and resume may be e-mailed to christine.arslanian@ride.ri.gov
Transcripts and signed letters of reference should be mailed.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600

Fax (401)222-6178

TTY 800-745-5555

Voice 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION**
NONCLASSIFIED JOB DESCRIPTION

TITLE: Education Specialist (Special Needs)

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for leading and supporting Federal, State, and/or local initiatives to ensure compliance with applicable laws, acts, rules, and/or regulations; providing technical assistance to parents, educators, and other interested parties regarding applicable policies, regulations, and best practices; and designing and administering grant programs.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Represents the State agency and assigned department with various publics to advance Federal and State agenda and provides responsive public information regarding a wide range of policy, program, networking, due process, and other technical topics.

Contributes to the development of State improvement plans and influences the agenda of the State agency.

Develops, advises, and informs State level legislative and regulatory policy; participates in providing input for Federal policy.

Assists constituency and stakeholder groups, partnering State agencies, and individuals to understand federal and state policies; assists individual citizens in accessing due process entitlements under state and Federal law.

Assures students with disabilities and their families of entitlement under State and Federal laws by ensuring that client school districts understand and implement the full intent of related Federal and State laws and regulations.

Provides support and coordination for RIDE initiatives related to education.

Administers statewide initiatives that continuously build State and local capacity to meet the needs of students and families.

Leads the design and delivery of State, regional, local, and interagency professional development in targeted areas of educational practices and systems.

Generates technical guidance documents for use by clients to inform their efforts in meeting Federal and State policy and implementing best practices.

Develops and administers grant programs and other fiscal resources.

Serves as a State level liaison to other agencies, States, and at the national level in selected topical areas.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Knowledge of educational reform, standard-based curriculum, assessment, and grant management principles and practices.

Knowledge of current research and practices in assigned area of responsibility.

Knowledge of school systems, operations, and strategic planning.

Knowledge of educational best practices, including principles of special education.

Knowledge of professional development.

Skilled in organizing information.

Skilled in conducting action research.

Skilled in working collaboratively.

Skilled in communicating effectively, both verbally and in writing.

Skilled in making presentations.

Skilled in preparing, implementing, and evaluating grants.

Skilled in solving problems.

Skilled in managing programs and fiscal process requirements.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in the ability to communicate in Spanish and/or Portuguese is preferred.

EDUCATION: Master's Degree in Education or a related field.

EXPERIENCE: Five years of experience in area of assignment; additional teaching and program development experience highly desirable.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2004